

Learning and Development Specialist – Region 2

Kaupapa | Purpose

Partner with regional leaders, managers and work alongside people and culture teams to provide senior Learning and Development (L&D) expertise and values-based delivery.

The Regional Learning and Development Specialist will oversee, lead and create tailored L&D experiences and solutions, including establishing consistency of practice, reporting and leading regional implementation of national initiatives.

Reports to: Regional Organisational Development Manager – Region 2

Team: People and Culture – Region 2

Remuneration: \$87,300 - \$109,100 per annum

Date: June 2024

Ngā mahi | Do

Learning and Development

Provide subject matter expertise and delivery in support of our people and culture team and our people leaders across the region to enable high quality learning and development in the region.

Develop, deliver, and coordinate regional learning and development activities, including needs analysis, design, development, curation, delivery, evaluation, and facilitation.

Maintain kaimahi learning management systems (LMS) and related digital content.

Training Delivery and Evaluation

Conduct and facilitate training sessions through various formats, ensuring they meet learners' needs and utilise the latest L&D trends.

Support and enable learning networks to encourage peer-to-peer learning.

Collaboration and Coordination

Work with subject matter experts to develop and implement training programs, enhancing facilitation confidence and capability.

Coordinate and support regional academic progression and promotion processes as needed.

Collaborate with other functions and kaimahi to support and grow culture, and equity and inclusion initiatives and practices in our L&D programme of work.

Identify and engage in collaboration opportunities that benefit L&D and organisational development (OD) initiatives.

Innovation and Continuous Improvement

Stay current with technology trends, including the use of AI, within our L&D function to ensure we are responsive and innovative in our development and capability as an organisation.

Enhance technology and AI capabilities within the People and Culture team by continuously upskilling and providing training to ensure the team remains proficient and innovative in our delivery of initiatives and work across the organisation

Actively seeking feedback on our L&D programmes and continuously improving what we deliver to the organisation.

Contribute to and lead projects aligned with the regional People and Culture work plan.

Leadership and Reporting

Ensure consistency in learning and development activities across the region and provide regular reporting of L&D metrics and recommendations.

Champion initiatives that enhance organisational culture and engage our people's performance in support of OD goals and priorities.

At Te Pūkenga, all roles hold collective responsibility for delivery of our Te Pūkenga competencies. As it applies to this position you are required to give effect to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Degree in Human Resources, Business Administration, or related field or the equivalent expertise gained through experience.

Experience in a similar position, providing expert insight and learning and development delivery at a senior level in a medium to large organisation.

Demonstrated experience in developing learning and development frameworks, policies, standards and delivering these from design to implementation.

Excellent interpersonal and communication skills, adept at building and maintaining relationships and engage with diverse audiences' confident public speaker and, ability to produce high-quality correspondence, reports, proposals, and presentations.

Ability to champion change, displaying flexibility, adaptability, and anticipation of others' needs.

Proficient in e-learning authoring tools, Microsoft Office Suite, Advance use of Adobe Suite, Articulate Studio, web technology and new technologies in AI and UX, and ideally HRIS applications.

Proficient in analysing and interpreting data, (with particular focus if using AI systems) to derive actionable insights, apply critical thinking and make informed decisions.

Sound understanding of vocational education sector and RoVE.

Demonstrated commitment to continuous professional learning and development.

Strong self-management and organisational abilities, adept at prioritising tasks, problem-solving, and meeting deadlines.

Experience in advocating for and supporting the inclusion of Te Tiriti o Waitangi practices, te reo, tikanga, and Mātauranga Māori in the workplace.

Demonstrated practice in supporting approaches that promote equity and inclusion and prioritise the needs of priority groups.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued, and teammates feel safe to take risks and be vulnerable. Be courageous and pioneering in your intent to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace Te Pae Māhutonga, and the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence in the pursuit of our collective goals. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Te Pūkenga, employers, ākonga and their whānau.

Inner strength: Navigate yourself, and lead others through change and uncharted territory with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader. Draw energy from our Te Pūkenga purpose and your own personal purpose to move forward in our collective mahi.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning, and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal: Kaimahi, managers and leaders, regional people and culture teams

External: Unions, people and culture networks, Tertiary Sector institutions, Industry bodies, Consultants and professional advisors, external professional and related business bodies as required

Resource delegations and responsibilities

Financial: Nil

People: Nil